



NOTICE OF DESTRUCTION (Local Government Public Records)

State Form 44905 (R2 / 6-04)

INSTRUCTIONS:

1. Complete form, listing all requested information.
2. Retain copy for records.
3. Send copy to Clerk of the Circuit Court of your county
4. Send copy to the: COMMISSION ON PUBLIC RECORDS
402 W. WASHINGTON ST., W472
INDIANAPOLIS, IN 46204

Name of office				County	
Address (number and street)			City		ZIP code
TITLE OF RECORDS DESTROYED	DATES	RECORD SERIES AUTHORITY	VOLUME IN CU. FT.	RECORDS MEASUREMENT TABLE	
				1 Archives box (10" x 12" x 15") inside = 1 cu. ft. of records 1 Letter size file drawer = 1 1/2 cu. ft. of records 1 Legal size file drawer = 1 1/2 cu. ft. of records 1 Number 11 record transfer box = 2 cu. ft. of records 1 Lin. ft. of 8 1/2" x 14" documents = 1 cu. ft. 1 Lin. ft. of 8 1/2" a 11" documents = 4/5 cu. ft. 1 Lin. ft. of tab cards = 1/6 cu. ft. 1 Lin. ft. of 3" x 5" cards = 1/9 cu. ft.	
				Signature of official destroying records	
				Printed name of official destroying records	
				Position	
				Date signed (month, day, year)	
Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records and the Commission on Public Records of _____ County.				Date records destroyed (month, day, year)	



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